

OSA-0641-64

31 January 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Monthly Activity Reports

REFERENCE: DD/S&T Memorandum (DD/S&T-2504-63) dated
23 December 1963, same subject

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1. On 29 January 1964, I met with [redacted] Plans and Programs Staff, DD/S&T, to discuss the referenced memorandum and how OSA could best fulfill the request. I took along with me, as display items, a copy of the Status of Funds Report, Daily Activity Report, DD/S&T Weekly Bulletin, the Monthly Personnel Report and a copy of the Programs Status Report prepared for Dr. McMillan's briefing of the FAIB. [redacted] indicated some surprise that all of the reports were presently being sent to the DD/S&T, and in the subsequent discussion indicated he felt that they were presently getting all the information they needed and that the Monthly Activity Report, as outlined in the referenced memorandum, was probably not required from OSA. On leaving, it was decided that he would review these documents and contact me later as to what decision he had made.

2. He called me the afternoon of the 29th and said he felt that the DD/S&T was presently getting all the information they needed in the form of the above mentioned reports and that unless he contacted us further, we would leave it as it now stands; with us, at least for the present, being exempt from submitting a monthly report.

3. The inference I got from his telephone call was that he was going to pick out some half a dozen or so key items and request that we merely keep these updated on a monthly basis rather than submit a "diary" type of report as suggested in the reference.

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[redacted]

Programs Staff
(Special Activities)

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